



MANAGEMENT MEMO

AMERICAN EMBASSY ANTANANARIVO



ANNOUNCEMENT NUMBER: 014/09 - HR

OPEN TO: All Interested Candidates

POSITION: Driver/Clerk (Temporary), FSN-5; FP-9

OPENING DATE: October 30, 2009

CLOSING DATE: November 13, 2009

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Employment till June 2010

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Antananarivo is seeking individuals for the position of Driver/Clerk in the Overseas Building Operations section.

BASIC FUNCTION OF POSITION:

Incumbent will perform chauffeur and messenger duties, provide clerical assistance in support of OBO/SSM office operations and personnel at the New Embassy Compound construction site.

A copy of the complete position description listing all duties and responsibilities is available in the U.S. Embassy Human Resources Office. Contact ext 2332.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary schooling is required.
2. Five years accident-free experience in driving commercial and passenger vehicles is required. One year of clerical and office managerial work experience in an office environment is required.
3.
 - Level 2 (Limited) Reading/ Speaking /Writing English is required.
 - Level 2 (Limited) Reading/ Speaking /Writing French is required.
 - Level 3 (Good working knowledge) Reading/Speaking/Writing Malagasy is required.
4. Must be familiar with all local traffic rules, regulations and traffic patterns, as well as with vehicle safety procedures.
5. Must have knowledge of office procedures and filing systems.
6. Must possess a valid local driver's license and be able to perform routine vehicle maintenance as making simple repairs such as changing oil or a tire and so on.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612 (forms are available from Embassy reception or e-forms);
2. A current resume or curriculum vitae, that provides the same information as on OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. For Malagasy: A copy of the National Identity Card;
For Non-Nationals: Copy of the Residency/Work permits that allow the applicant to work in the country.
A copy of a Driver's license is required.

SUBMIT APPLICATION TO

American Embassy Human Resources Office
P.O. Box 620 or at the Embassy Reception
Antananarivo 101

POINT OF CONTACT

Contact: Human Resources Office
Telephone: 261 20 22 21257 Ext 2265/2332
FAX: 261 20 22 34539
Email: rakotomavl@state.gov or razanarivahyd@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 13, 2009

The US Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.